

16 May 1961

[REDACTED]

Chief, Records Management Staff

Office of Security Request for New Card Filing Equipment

1. On 21 March 1961, the Chief, Management Staff, asked me to keep you and [REDACTED] informed of our activities in the Office of Security. This is to inform you of a development by that Office to obtain new equipment for its index file.

2. From 22 March to 24 April, [REDACTED] studied processing procedures in the Security Records Division. On 8 May, the Director of Security called [REDACTED] to his office and among other things asked him about the Index File.

3. [REDACTED] answered that the present equipment is over 10 years old, it slows down the index searching and filing procedures, has many broken units, and some sections of the equipment once tipped over endangering personnel and the index file itself. New office equipment for the card file should be obtained as soon as possible.

4. Last fall, the Office of Security's Acting Chief, Security Records Division, [REDACTED] and the Branch Chief responsible for the Index, [REDACTED] with the Records Management Staff studied 17 varieties of card files used in Business and Government offices. This study included visiting file installations comparable to that in SRD, such as: Passport Division, State; FBI, Justice; Investigation Division, Civil Service; Accounting Operations, Social Security; Prudential Insurance Co. Headquarters, Newark; Government Employees Insurance Co., Washington, and Western Electric, Arlington.

5. The consensus of this group was that drawer files would not improve enough the existing filing condition and the high cost of elevator card files is not justified by the filing requirements of the Indices Section. Therefore, the feeling in Records Management Staff, and shared in SRD, is that all factors considered, the Roll-Dex type of card filing unit will best serve the immediate needs of the Index.

6. We believe this equipment will not interfere in any way with any eventual plans or development of automation in that Division in the Office of Security. Also we believe that if properly used

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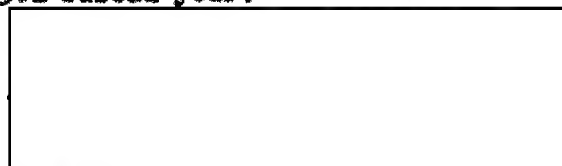
this equipment will pay for itself in a few years by providing a more efficient work flow. We think this will be accomplished and the cost of the equipment will be liquidated before any future adjustment has to be made in that office for automation changes.

7. Following his questioning of [redacted] Chief, Security Records Division, about the equipment study, the current work, and existing file conditions, Col. Edwards decided to take prompt action. He asked [redacted], his Deputy for Investigations and Operational Support, to complete arrangements for this new equipment, preferably this 1961 fiscal year.

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Chief, SRD

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Mgt/S/RMS/ [redacted] mb (15 May 1961)

[Signature]
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